CHANGING
Maryland
for the Better

GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES · SERVICE & VOLUNTEERISM · PERFORMANCE IMPROVEMENT
CRIME CONTROL & PREVENTION · SMALL, MINORITY & WOMEN BUSINESS AFFAIRS
CHILDREN · DEAF & HARD OF HEARING

Governor's Office for Children

Larry Hogan, Governor   **Boyd R. Rutherford, Lt. Governor**   **Jaclin Warner Wiggins, Deputy Director**

To: Local Management Board Chairs and Points of Contact

From: Kim Malat, Assistant Deputy Director, Governor's Office for Children

Date: April 10, 2019

Re: FY20 Notice of Funding Availability Question and Answer Recap #7

. . . .

1. **If the Board receives funding from another source that is braided with Children's Cabinet dollars to fund a program/strategy, would that other funding be considered cash match, and thus be eligible for the extra point?**
    Dollars that are awarded to the Local Management Board that directly support a program/strategy that's also funded with Children's Cabinet funds would be considered cash match. In-kind (regardless of to whom awarded) and funds awarded to the vendor or another entity not the Local Management Board would not be considered cash match. See question #6 from recap #6 that states:

    > *The NOFA states "One (1) extra point will be assigned by the State Review Team to a Program/Strategy page's total average score if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy." Does the 25% match include in-kind dollars?*
    > *As stated in the NOFA "Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy."*

2. **I know there is no limit on the number of Local Management Board representatives who can participate in the review team meeting, and there are no recommendations on who should attend. But, is there an expectation that Board members participate in the meeting?**
    Ideally, the Local Management Board would be represented at the review meeting by both Board members and staff who are able to address any questions posed by the State review team.

3. **Should the *Story Behind* for the Results Page be presented after each specific Indicator chart, or should it be a stand-alone section discussing all the charts, or does it matter?**
    It does not really matter. However, to be sure the discussion is not overlooked, it is recommended that the Local Management Board adhere to the format of the template as issued and provide the story behind for all Indicators in one section as the template is currently designed.

Governor's Office for Children
100 Community Place * Crownsville, MD 21032
410-697-9235
Info.goc@maryland.gov
www.goc.maryland.gov

4. **During our budget process, the County decreased funding provided for Board Support, so the Local Management Board is going to propose additional Children's Cabinet funding for Board Support in FY20 to backfill that reduction. It is my understanding that the Board can request additional funds for Board Support and/or programs/strategies. Can you clarify if the additional funds that may be available from GOCCP are strictly for programs/strategies or can GOCCP funds be allocated to Board Support?**
GOCCP funds that may be available can be requested for either or both Board Support and programs/strategies. The Board may elect to increase its Board Support budget for FY20 by either reducing program/strategy funds from its Children's Cabinet allocation or by noting the additional funds as a separate request on the Application Summary Page with "(GOCCP)" noted as the source in the Requested Funds column.

5. **Can we add a table of contents to the NOFA application? Since there are several Results pages and several Program/Strategy pages, we just want everything to be clear for the review team.**
A table of contents is not necessary, but there is no prohibition to its inclusion as part of the application.

6. **Is a completed program/strategy page necessary for Board Support funding?**
No.

7. **We are defunding a FY19 program and using those dollars for a new FY20 program/strategy. However, the funding freed up by this change is not enough to operate the new program/strategy at the capacity we believe would be most effective. We would like to request additional funding from GOCCP for the balance needed. On the FY20 Application Summary page, should we list the new program/strategy twice, one with the requested Children's Cabinet funds and one with the possible funding from GOCCP?**
If the request includes funding that may be available through GOCCP, please complete a separate program/strategy page for the GOCCP funding request. You can cut and paste from the original page any relevant information, but be sure to provide details in the GOCCP request that are specific to the request and clearly explains how/if the program/strategy can operate if no funding is available from GOCCP. Please see question #3 in Recap #3 and question #7 in Recap #6 for similar scenarios.

8. **For a planning activity, do we complete a budget page (like a program/strategy) or include the planning budget in the Board Support budget page?**

For a planning activity budgeted with Board Support funding, can we use one "Other" line item and breakdown within the narrative the various expenses proposed, or do we include the different costs for the planning activity with each separate line item (e.g. consultant, training, mileage, printing, etc.)?
If you are proposing a one-time, single day activity, the expenses could be included in the Board Support budget, but must be identified in the appropriate line, not aggregated to the "Other" line. If the Board is proposing a longer-term planning activity, most likely with multiple lines in the budget, you should include this planning activity as a program/strategy with its own budget that's disaggregated by line item.

9. **An electronic submission in Word format and an Excel budget file are required. Does this mean several Word document attachments or can we scan in all Word documents and send as one PDF and the separate Excel budget file?**
As in prior years, an electronic version of the signature page is not necessary as long as the original signature page is submitted with the required one original application.